Local Program Template Instructions

What is the Local Program Template?
The Local Program Template is a tool to help you and your staff provide basic information to clients about your program.

The Template is a two-page Microsoft Word document. The first page is a form that you can customize with your local program information – such as address, location(s), and phone numbers. The second page is a flyer with basic information about the WIC program. The Template allows you to provide specific information about your local program *and* reinforce WIC's new look.

How Do I Enter Information on the Template?
Open the Word document on your computer. Click on the field that you would like to work on. Delete any text that you do not want by using the Backspace or Delete button. Add new text by typing it in. If you want to adjust the font style or size of the text, highlight the text you want to change and select a different font style or size.

You **do not** need to use all of the fields provided. For example, you may not need to use the four boxes underneath the "main" box. To delete a box, click anywhere on the box. A frame will appear around the box. Use your mouse to right-click on the frame, and select "Cut." The box will disappear.

See the "Sample Template" for an example of how to customize the Template.

How Do I Use the Template?
When you have entered your program's information, save the document using "Save As" in the File menu. Include the date when you save the file (e.g., Local Program Template 9.1.04), to help you keep track of the latest version.

Then print out the document. The two pages can be photocopied to make a double-sided document, providing general WIC information as well as information specific to your site(s). You can give this document to new clients or to people who are not yet clients but need basic information about your program.

You can make changes whenever you need to. For example, you can add or update phone numbers and program locations when they change. You can also add or update any "special services" your program offers.